

How do I file an Attorney Fee Contract or Entry of Appearance in order to be added as a party of record to a claim? *Note: Attorney Fee Contracts are filed by claimants' attorneys, and Entries of Appearance are filed by defense attorneys.*

- Browse to www.mwcc.ms.gov, and then click on Attorney Transmittal Online System (ATOS) under Quick Links on the right side of our home page. Alternatively, you may browse directly to www.mwcc.ms.gov/atos.
- Enter your registration number and password, and then click Login. You may check the box that says, "Remember Me" if you would like your browser to remember your login information from now on.
- Read over the ATOS agreement on the following page. The details of this agreement may change from time to time. Click Accept at the bottom to continue on to the ATOS Dashboard.
- On the ATOS Dashboard, click on Filing at the top of the page.
- **Step 1** – Choose the OTHER event category, then choose either the ATTORNEY FEE CONTRACT or ENTRY OF APPEARANCE event. Click Next.
- **Step 2** – Type in the 7 digit MWCC Number for the claim for which you intend to file your document. Click Next.
- **Step 3** – Under Main Document, click Choose File, which will open up a File Upload browse window into your computer. Browse to the PDF for the document you intend to file, highlight it, and click Open. Type a Description in the box on to the right (required). Repeat for any applicable attachments to the main document. Note: The file size limit for these documents is 12 MB. Click Next.
- **Step 4** – Filing Confirmation and Submission. Check over all of the details on this page to confirm everything is correct for your filing submission. If you need to correct anything, click the Back button. If you would like to cancel this filing altogether, click the Cancel button. If everything looks correct and you would like to submit the filing, click the Complete button at the bottom.